Job Title: Production Accountant (Fractional / Part Time)

Location: Remote, LA, SF, Palm Springs
Type: Part-Time Contractor
Reports To: CGE Principals

About CG Events

CG Events is a creative event production company rooted in social good. We bring people together through unforgettable experiences that build community and spark connection. From large-scale public events to intimate gatherings, we care deeply about the *why* behind every event.

Position Overview

We are looking for a proactive, detail-oriented **Production Accountant** to help us manage project financials across our portfolio of events. In this role, you will be embedded within our production team to handle budget tracking, vendor management, client invoicing, site expense reconciliation, and cash flow across all phases of event planning, build, show execution, and post-event wrap.

The ideal candidate understands the fast-moving pace of event production, excels at tracking multi-vendor logistics under tight timelines, and can bridge the gap between creative agency teams, client-facing producers, and corporate accounting.

Key Responsibilities

Financial Reporting & Budget Management

- Reconcile expense reports, credit card folios, bank and other accounts within Quickbooks to allocate expenses to their appropriate projects, and provide project-based reports showing performance against budget
- Input and manage project-specific budgets within Quickbooks
- Prepare and maintain weekly cost reports, cash flow projections, and variance analysis
- Monitor daily expenditure and purchase orders against line-item budgets to identify cost overruns early
- Reconcile production accounts and prepare final production wrap accounting documentation and audit trails

Payroll & Labor Compliance

- Support auditing payroll and other payout functions for contractors and programming (entertainment); oversee issuing tax forms (1099s/W-2s).

Accounts Payable, Cash & Purchasing

- Maintain ongoing AP list to track payouts across the business
- Oversee accounts payable, vendor setup, record-keeping, and invoice processing.
- Help ensure proper tax documentation (W-9s/W-8BENs) and tax exemption certificates are secured for suppliers.

Tax Incentives & Audit Compliance

- Track and categorize eligible local/state production spending to maximize film tax credits and rebates.
- Maintain organized financial records in compliance with audit standards, studio guidelines, and tax authority rules.

Key Qualifications

- **Experience:** 3–5+ years of experience in production accounting within events, film, television, or commercial production.
- **Software:** Mastery of industry-standard production accounting software, in particular Quickbooks and Google Workspace suite of products
- **Skills:** Advanced spreadsheet skills, strong analytical ability, and keen attention to detail under tight production schedules.
- **Communication:** Excellent interpersonal skills to collaborate with producers, department heads, crew, and corporate finance teams.

To Apply

Please send a short email with your resume and a few sentences about why you're a great fit for this role to jobs@cgevents.co.

We believe that bringing together people from diverse backgrounds makes our work stronger, and we encourage applications from people of all races, genders, sexualities, and abilities.
